



Procedure: C-A-OSHP-OFF  
Revision: 00  
Revision Date: 08/05/03

## COLLIDER-ACCELERATOR DEPARTMENT

Title: OSH Management Plan for Offices

Prepared by: E. Lessard

Group: ESH&Q

### Approvals

\_\_\_\_\_  
*Signature on File* Date: \_\_\_\_\_

ESH&Q Division Head

\_\_\_\_\_  
*Signature on File* Date: \_\_\_\_\_

Collider-Accelerator Department Chairman

(Indicate additional signatures)

Y N

☐ x FS Representative: \_\_\_\_\_ Date: \_\_\_\_\_

☐ x Radiological Control Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

☐ x Chief ME: \_\_\_\_\_ Date: \_\_\_\_\_

☐ x Chief EE: \_\_\_\_\_ Date: \_\_\_\_\_

x ☐ ESH Coordinator: \_\_\_\_\_ *Signature on File* Date: \_\_\_\_\_

☐ x QA Manager: \_\_\_\_\_ Date: \_\_\_\_\_

☐ x Other: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>OSH MANAGEMENT PLAN</b></p> <p><u>Offices</u></p>	<p><b>Completed by:</b> <u>E. Lessard</u></p> <p><b>Date:</b> <u>August 5, 2003</u></p>
<p><b>1. Hazards:</b></p> <ul style="list-style-type: none"> <li>• Housekeeping Hazards</li> <li>• Working Environment Hazards</li> <li>• Flammable or Combustible Materials</li> <li>• Electrical Energy</li> <li>• Hazardous or Toxic Materials</li> </ul>	
<p><b>2. Department-supported Objective(s):</b></p> <ul style="list-style-type: none"> <li>• An injury free workplace</li> <li>• Compliance with OSH requirements in SBMS</li> <li>• Workers are consulted and encouraged to participate actively in all elements of the OSH management system</li> <li>• Improved performance of the OSH management system</li> <li>• OSH management system is integrated with the EMS management system</li> </ul>	
<p><b>3. Department-supported Target(s):</b></p> <ul style="list-style-type: none"> <li>• Reduce year over year injury/illness rates</li> <li>• Implement corrective actions in report of ad hoc Electrical Safety Review Committee, see ATS 1425</li> <li>• Establishment and efficient functioning of an OSH committee with worker representation</li> <li>• A fully implemented ILO-OSH-2001/OSHAS 18001 type OSH management system</li> <li>• A joint OSH, EMS and Self-Assessment Management Review</li> </ul>	
<p><b>4. Department-wide OSH Performance Indicator(s):</b></p> <ul style="list-style-type: none"> <li>• Tier I inspection results</li> <li>• Injury/ Illness Rates</li> <li>• The number of Occurrence Reports and Critiques dealing OSH</li> <li>• Completion of tasks listed in Section 10</li> </ul>	
<p><b>5. Department-wide Plan Description:</b></p> <p>OSH issues and action items are addressed in offices, as appropriate, through the work planning process documented in <a href="#">C-A-OPM 2.28</a>, and through periodic ergonomic review as indicated in the Subject Area for <a href="#">Occupational Ergonomics</a>. Housekeeping is a direct responsibility of all employees, and each employee is held accountable to do the things necessary to implement an effective housekeeping program (see <a href="#">Housekeeping Policy</a>). The goal at C-A is to provide and maintain a safe working environment in office areas. In addition, the Departmental Self-Assessment (SA) program, Worker Occupational Safety and Health Committee, OSH/EMS/SA Management review, Tier I inspections, and the annual OSH compliance review are leading indicators designed to help the meet the FY03 objectives in this Plan. Tracking and trending illness/injury rates as well as on-time regulatory reporting of occurrences and Radiological Awareness Reports are lagging indicators that contribute towards achieving OSH objectives and targets.</p>	

**6. Potential Impact(s):**

- Unsafe acts could injure personnel
- Undocumented or unreported OSH events could violate DOE requirements
- Improper compliance with SBMS requirements could create hazardous work environments, which could injure workers

**7. Legal and Other Requirements:**

ESH Standards:

[1.2.0 Departmental Environment, Safety & Health Inspection](#)

[1.2.1. Corrective Action Management and Tracking for Internal and External Assessments](#)

[1.5.0 Electrical Safety](#)

[1.9 Fire Safety Program](#)

[2.2.1 Laboratory Workplace Standard for Non-Radioactive Toxic Substances](#)

SBMS Subject Areas:

[Ergonomics, Occupational](#)

[Indoor Air Quality](#)

[Investigation of Incidents, Accidents and Injuries](#)

[Work Planning & Control](#)

**8. Operational Controls:** See [OSH Operational Controls Form](#)

**9. Budget:** Operating Budget

**10. Structure, Authorities, Responsibilities**

Tasks	Person Responsible	Completion Dates
Review of BNL Ergonomics Program including C-AD.	FY 2003 BNL Self-Assessment (BAO Observing)	FY03
Many Working Environment Hazard injuries have been associated with cold weather related outdoor surfaces. Improve communications between Plant Engineering and C-A to address these issues.	C-AD ESHQ Division Head	FY03
Perform annual management review of hazardous toxic material hazards	C-AD ESHQ Division	See ESHQ Tickler Card (TC-5)
Increase employee awareness of safety through participation in multiple (~ 4) safety awareness activities; e.g., show the film Remember Charlie	C-AD ESHQ Division	10/01/03
Implement a formal OSH Management system at C-AD that is similar to ILO-OSH-2001 and OSHAS 18001	E. Lessard	10/01/03
Complete the <a href="#">OSH Team task list</a>	OSH Team	10/01/03
Establish a functioning WOSH Committee	E. Lessard	05/30/03